

**Appendix B – CA Federal IMT Operating Guidelines**

**CALIFORNIA WILDLAND FIRE COORDINATING GROUP**



**2013 California  
Federal Incident Management Team  
Operating Guidelines**

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**December 2012**

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## **California Federal Incident Management Team** **Operating Guidelines**

### **I. Mission Statement**

The mission of the California Federal Interagency Incident Management Teams (IMTs) is first and foremost to provide for firefighter and public safety. In addition, the IMTs are to provide Agency Administrators with organized, highly skilled and qualified personnel to implement land management based objectives on wildland fires. All hazard incidents will be supported as appropriate.

### **II. Purpose and Guidelines**

- A. Oversight of the CA IMTs is provided by the California Wildland Fire Coordinating Group (CWCG) through use of this guide.
- B. The CWCG Operations Committee will provide specific direction and guidance to the IMTs on an ongoing basis.
- C. IMT status, availability, and mobilizations are coordinated through the Northern and Southern California GACCs.
- D. Team workshops may be held prior to each fire season to orient, inform, educate, and train team members. These workshops also support the development of team cohesion, and provide an opportunity to develop standard operating procedures for the team.

Agency Administrators are invited to participate during these workshops. They may communicate any specific issues or concerns they have during their participation at the team meetings. If unable to attend they are asked to communicate in advance through their agency representative on the CWCG.

### **III. Expectations of CWCG for CA Federal Incident Management Teams:**

- A. Type 1 IMTs will have team membership from throughout both geographic areas. Type 2 IMTs will include membership primarily from within the geographic area but can include both.
- B. Team members from out of the California geographic areas will follow their home geographic area's process for out of GACC nominations.
- C. IMTs are both a National and California resource with national commitment expectations.
- D. Teams will ensure that safe operations are maintained during the entire incident, with special emphasis to safety during the transfer of command.
- E. IMTs will meet mobilization criteria as referenced in the CA Mobilization Guide.

- F. IMT assignments are generally up to 14 days, but may be extended.
- G. The hosting agency administrator should coordinate and interact with the Incident Commander and provide guidance utilizing a delegation of authority.
- H. As appropriate, and in coordination with the unit Fire Staff, IMTs will provide opportunities for local unit personnel to serve as trainees on the incident.
- I. The IMT rotation covers all 12 months of the year. When IMTs become unavailable, it is the ICs responsibility to work with their respective GACC regarding the team status.
- J. When two of the SoCal Type 2 IMTs have been mobilized, the GACC will attempt to mobilize an out of area team before going to the third SoCal Type 2 IMT in order to maintain staffing levels of the agencies/departments that provide individuals for the SoCal IMTs.
- K. Each IMT that is deployed is required to submit a copy of the Incident Narrative to the GACCs within two weeks of the closeout of the incident (see XIV. Incident Closeout).
- L. All IMTs are responsible for developing Incident Emergency Plans. These plans will be identified in the Incident Action Plan for the purpose of managing unforeseen incidents, including severe accidents that require a rapid response. For additional guidance, refer to Interagency Standards for Fire and Aviation Operations, Chapter 7 pp 14.
- M. The IC is expected to immediately address conduct and performance issues of team members.
- N. Team performance evaluations will be based on the 2013 CWCG evaluation template and be presented in conjunction with the delegation of authority.
- O. CWCG provides oversight to the IMTs and reserves the right to approve team complement.
- P. Individuals who wish to apply as an official IMT member for out-of-California IMTs will be approved on a case-by-case basis by the CWCG. These applicants must notify the chair of the CWCG Operations Committee who will be in contact with the out-of-California GACC Operations committee with an approval or disapproval to participate.

#### **IV. Selections and Qualifications**

- A. All California IMTs are required to apply electronically through the Incident Command Application System (ICAP). Instructions on how to obtain passwords and database access will be published annually.
- B. All IMT members must meet one of the following agency specific requirements: NWCG 310-1, or California Incident Command Certifications System (CICCS), or FSH 5109.17, or CAL FIRE 4039 qualification systems. Additionally, there may be agency/department

qualification requirements that are more stringent than the documents above. Successful completion of S-520 Advanced Incident Management or the equivalent Complex Incident Management Course (CIMC) is required for Type 1 level certification.

- C. Individuals that are interested in being considered as an Incident Commander (IC), a Deputy Incident Commander (DIC), or an Incident Commander trainee for CWCG sponsored IMTs will need to follow this process.
  - a. Access the CWCG website and review the application process requirements
  - b. If the requirements are met, submit the application in the ICAP system by the closing deadline in November.
  - c. After reviewing the applications submitted and/or conducting interviews, the CWCG Operations Committee will make recommendations to the CWCG Board of Directors.
  - d. The CWCG Board of Directors will make the final selections.
- D. Current ICs will have the opportunity to provide input to the CWCG Operations Committee when selecting Deputy ICs and IC trainees. Selection of other IMT members will occur at the annual IMT selection meeting by the ICs and their staff in conjunction with the CWCG Operations Committee and CA Training Working Team.
- E. Individuals may be assigned to only one Interagency Incident Management Team at a time; this includes both in and out of GACC IMTs.
- F. All CA IMT rosters will be approved by the CWCG, through the CWCG Operations Committee after the team selection meeting. The ICs will provide the approved standardized team rosters to the respective GACCs for use as the official team roster for year.
- G. CWCG will only accept Incident Commander Applications from personnel within the CA Geographic Area.
- H. IMT applicants who are out of GACC will be considered on a case-by-case basis by CWCG; first priority will be given to California resources.
- I. IMT members must reapply if one of the following conditions is met:
  - The individual's tenure was completed
  - All trainees
  - All Administratively Determined (AD) employees
  - Trainee applying as a newly qualified member
  - Current IMT member who is changing a position within the IMT
  - Employee who has changed agencies
  - Out of California resources; All applications from outside of the CA Geographic Areas are required to follow their sending Geographic Area protocols and will be approved by CWCG on a case-by-case basis.
  - Anyone not identified on the team's previous year official roster
- J. It is the responsibility of the Incident Commanders to notify the selected applicants.
- K. An open and continuous application process will be used for Incident Commanders, Deputy Incident Commanders, Incident Commander Trainees, and all Command and

General Staff positions. If a vacancy occurs for one of these positions after the initial selection process, the position can be filled from the available pool of applicants. This would be considered a permanent change to the team's roster **for the remainder of that year**. This position will not be a permanent member of the team, and will only hold the position until the next year's selection process. During the following year's selection process the applicant may compete for a permanent position on the team.

## **V. Team Oversight**

- A. IMT configuration will follow the National standard; any variation from this configuration is at the discretion of the requesting unit.
- B. Each California IMT will provide a written team succession plan to the CA Operations Committee annually by June 1. The suggested format will be disseminated to the ICs during the team selection meeting.
- C. The CWCG Operations Committee has the responsibility to manage the CA IMTs and implement the direction from CWCG. This committee will serve as the IMTs primary point of contact.
- D. An Incident Commander will be assigned as the representative to the Operations Committee for a period of one year. This IC will be the designated host team IC for the following year IMT workshop. This time period will be from the week after the IMT Workshop and conclude when the workshop is complete. See section XVI for IMT workshop rotation.

## **VI. IMT Evaluation**

- A. Units will utilize the CWCG standard IMT evaluation form.
- B. IC will submit a copy of the IC/team evaluation to the hosting GACC of the team, attention to Assistant Director for Operations (USFS) within two weeks of the closeout.
- C. If a an evaluation is submitted which needs immediate attention, the Assistant Director for Operations (USFS) will notify the CWCG Operations Committee, who will work with the CWCG Board of Directors to address the issue. Otherwise, the Assistant Director for Operations will send the evaluations to the chair of the CWCG Operations Committee by December 30th.
- D. Final evaluations will be reviewed by CWCG Operations Committee to address performance issues and maintain consistency in the evaluation process.
- E. GACCs and/or CWCG Operations Committee will make site visits, and attend closeouts whenever possible.

## **VII. California IMT Composition**

- A. Under CWCG, IMT membership consists of interagency employees representing all NWCG agencies, including federal, state, local, and tribal, agencies.
- B. No team member shall be supervised, either directly or at a higher level, by a relative or member of their household.
- C. Federal agency employees should be used whenever a permanent IMT vacancy occurs. Priority for positions/vacancies:
  - 1. Federal agency
  - 2. Full time State/Local agency
  - 3. Administratively Determined employees
  - 4. Supplemental or local government part-time employee
  - 5. Contract
- a. ADs or Supplemental Fire Department Resources should have an Agency/Fire Department trainee assigned to the position.
- b. Deviations from the above priorities require a written justification that addresses why a federal applicant was not selected (e.g. on-going succession planning).

## **VIII. Tenure**

- A. Commitment to all California Incident Management Teams is three years. However, trainees, ADs, and out of GACC resources have a one-year tenure (see section IV. H).
- B. Federal IMT members, including ICs, who change jobs or retire, who then become employees of state/local agencies or move to an AD position are required to reapply to incident management teams.
- C. When an Incident Commander vacates the position outside of the normal selection period, changes their employment status from one Federal agency to another Federal agency, or becomes employed by a state/local agency or moves to an AD position, the team will be kept intact. The Deputy Incident Commander can become the new Incident Commander until a formal selection process can be initiated asap. See section IV.K for additional information regarding mid-year IC selections.
- D. Vacancies for IMT members (not including the IMT IC, Deputy IC, and other C&G Staff) that occur after the application period may be filled temporarily for the remainder of the year with qualified personnel. The employee will be required to officially apply during the next IMT application period.

## **IX. Trainees**

There is no longer an official designation for mentees on the California IMTs. All individuals who are pursuing qualifications will be considered trainees only. Trainees are individuals that have met all agency/department requirements.

- A. Once the Trainee has completed their agency/department requirements and gained certification, they must apply the following year through the normal IMT application process.
- B. Trainees may be assigned or reassigned to other IMTs as team needs or conditions require. This will occur in consultation with Incident Commanders and CWCG.
- C. Every opportunity should be made to provide for quality assignments; IC's should work towards a 1:1 ratio on Trainers to Trainees.
- D. Type 2 Trainees may be evaluated on elements within their position task book while assigned to Type 1 Incidents.
- E. Trainees have a one year commitment.
- F. Trainees selected for IMT positions are not necessarily affixed to the position. Trainees for Command and General Staff positions will be managed by CWCG.
- G. CWCG will manage a trainee pool, which allows the IMT to pull trainees from the pool if the designated IMT trainees are not available. This list will be provided to the GACCs, who will then manage the pool throughout the season.

## **X. Mobilization / Replacement**

- A. If a team is mobilized as a short team, the remaining members of the team configuration will be kept on-call for twenty-four hours. After that time, the additional members will be released from call and be available for other assignments.
- B. Incident Commanders may initiate recommendations for removal of team members through a draft letter to CWCG. The Incident Commander will draft the letter (with supporting justification) for review by the CWCG Operations Committee chair and the employee's agency/department representative to the Operations Committee. CWCG Chair will finalize and forward the decision to the employee's organizational representatives (for example; Forest Supervisor, Fire Chief and or Board Member).
- C. Once the official IMT roster has been approved by the CWCG Operations Committee, it will be sent to the GACCs. The mobilization ROSS roster is up to the IC to manage, in conjunction with the GACC management. The IC has the flexibility to utilize alternates for the ROSS roster if primary members are not available.



## **XI. Team Rotations**

See GACC websites (Intelligence page) and or chapter 60 of the CA Mobilization Guide.

## **XII. Team Support**

The federal agencies will provide financial support for miscellaneous team needs at \$2,000 per year. Financial support is not for personnel clothing, hats, pins, and briefcases. ICs shall submit items for purchase to the agency contact. Agency support will be provided by an identified point of contact:

NPS: Nor Cal 2/So Cal 3

FWS: CIIMT 4

USFS: CIIMT1/CIIMT 3/Central Coast

BIA: Nor Cal 1/So Cal 1

BLM: CIIMT 5/Central Sierra/So Cal 2

## **XIII. Team Insignia**

- A. Teams may establish an insignia for identification. The insignia will not include the names of vendors, or products. Team members may not be forced to purchase or wear such insignia, and agency procurement regulations must be followed.
- B. All team members will wear agency provided insignia necessary to identify their position while on duty at an incident.

## **XIV. Incident Close Out**

At the minimum, each incident will have a close out. The team will provide an agenda and time frames for the close out to all agencies/departments that have been involved with the incident as decided by the IC and host agency/department including the GACC/Dispatch center. The hosting unit or IC should provide a closeout package for the GACC representative, or ensure that a copy makes it to the GACC Coordinator. Close out packages shall be made available to all agencies/departments as determined by the IC/host agency/department.

## **XV. Annual IMT Management Cycle**

<b>Scheduled Event</b>	<b>Date</b>
IC Nomination Announcement	Early October
IC Nominations Due	Early November
IC Selection	Mid-November
IC/Operations Committee After Action Review	November
IMT Nomination	Mid-November

Announcement	
IMT Nominations Due	Late January
IMT Selection	Late February
Selection Notifications	Early March
IMT Workshop	After selection notifications

## **XVI. CA Annual Incident Management Team Workshop**

### Host Team Rotation:

<b>Host Team</b>	<b>Shadow Team</b>	<b>Year</b>
SoCal-2	CIIMT-5	2013
CIIMT-5	So Central Sierra	2014
So Central Sierra	CIIMT-1	2015
CIIMT-1	NorCal 2	2016
NorCal 2	CIIMT-3	2017
CIIMT-3	SoCal-3	2018
SoCal-3	CIIMT-4	2019
CIIMT-4	NorCal 1	2020

## **Appendix A - CA IMT DELEGATION OF AUTHORITY**

Date: MM/DD/YYYY  
To: XXX, Incident Commander  
From: Agency Administrator  
Subject: CA XXX Incident Delegation of Authority

Effective at XXX hours on MM DD, YYYY, you are delegated authority as the Incident Commander for the overall management of the CA XXX Incident on the XXX UNIT. This delegation carries with it the full responsibility for managing the incident. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy, and the broad direction provided in your oral and written briefing materials. You are expected to do a complete and efficient job, while providing for Safety First. Safety will be the number one priority throughout the incident.

I expect open communication during all phases of management under this delegation. Please ensure the immediate notification of any significant concerns, issues or events as they arise.

Incident Commander

Agency Administrator

**Attachment to Delegation of Authority:**

Provide your intent and expectations as a part and parcel of the performance elements and review those with the IC after the initial in-brief is concluded. Take the time to review the performance elements and establish communication expectations during the in-briefing, as the incident develops, and in conjunction with the final performance evaluation process.

**How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?**

**How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator i.e.; invoices, OWCP and vendor issues?**

**How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?**

**How well did the Team deal with sensitive political and social concerns?**

**Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?**

**How well did the Team anticipate and respond to changing conditions, was the response timely and effective?**

**How well did the Team place the proper emphasis on safety?**

**Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?**

**How well did the Team use local resources, trainees, and closest available forces?**

**How did the Team notify the incident agencies regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?**

**Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?**

**How timely was the IC in assuming responsibility for the incident and initiating action?**

**How did the IC show sincere concern and empathy for the hosting unit and local conditions?**

**Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.**

**Other needs as determined by the Agency Administrator/host unit.**

**Attachment B – INTERAGENCY TEAM EVALUATION**

<b>Team IC</b>		<b>Incident Type</b>	
<b>Incident Name</b>		<b>Incident Number</b>	
<b>Assignment Dates</b>		<b>Total Acres</b>	
<b>Host Agency</b>		<b>Evaluation Date</b>	
<b>Administrative Unit</b>		<b>Sub-Unit</b>	

**COMPLETE THE FOLLOW EVALUATION NARRATIVES AND RATING FOR EACH QUESTION**  
**(0 – did not achieve, 5 – excelled)**

<b>1.</b>	<b>How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?</b>					
<b>Circle one</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(Explain)						
<b>2.</b>	<b>How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?</b>					
<b>Circle one</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(Explain)						
<b>3.</b>	<b>How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?</b>					
<b>Circle one</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(Explain)						
<b>4.</b>	<b>How well did the Team deal with sensitive political and social concerns?</b>					
<b>Circle one</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(Explain)						

<b>5.</b>	<b>Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?</b>					
Circle one	0	1	2	3	4	5
(Explain)						
<b>6.</b>	<b>How well did the Team anticipate and respond to changing conditions, was the response timely and effective?</b>					
Circle one	0	1	2	3	4	5
(Explain)						
<b>7.</b>	<b>How well did the Team place the proper emphasis on safety?</b>					
Circle one	0	1	2	3	4	5
(Explain)						
<b>8.</b>	<b>Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?</b>					
Circle one	0	1	2	3	4	5
(Explain)						
<b>9.</b>	<b>How well did the Team use local resources, trainees, and closest available forces?</b>					
Circle one	0	1	2	3	4	5
(Explain)						
<b>10.</b>	<b>How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?</b>					
Circle one	0	1	2	3	4	5
(Explain)						
<b>11.</b>	<b>Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?</b>					

Circle one	0	1	2	3	4	5
(Explain)						
12.	How timely was the IC in assuming responsibility for the incident and initiating action?					
Circle one	0	1	2	3	4	5
(Explain)						
13.	How did the IC show sincere concern and empathy for the hosting unit and local conditions?					
Circle one	0	1	2	3	4	5
(Explain)						
14.	Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.					
Circle one	0	1	2	3	4	5
(Explain)						
15.	Other comments:					
<b>Note: Agency Administrators may provide additional feedback relating to the financial package to Incident Commanders and GACCs 60-90 days following the IMT close-out. AA;'s should coordinate with the payment centers and local business specialists on follow-up evaluation questions 2, 10, 14 and any other pertinent feedback.</b>						
Agency Administrator or Agency Representative:					Date:	
Incident Commander:					Date:	